

Frequently Asked Questions

Who is responsible for obtaining a permit for a project? The permit may be obtained by the home or property owner, contractor, architect, engineer or a permitting company. However, the permit holder will be responsible for making sure all inspections are requested and all conditions are met.

Do I have to have a license to work in the City of Greenwood? No. At this time the City does not provide licenses for contractors or obtain any kind of licensing information prior to issuing a building permit.

Can I draw the plans myself? Yes. The City of Greenwood does accept hand drawings, provided they include all the information needed for your permit review.

Where can I get a copy of my mortgage survey? You should have received one when you purchased your home. If you did not receive one and your home was built within the last five years, the City should have a copy of the survey on file.

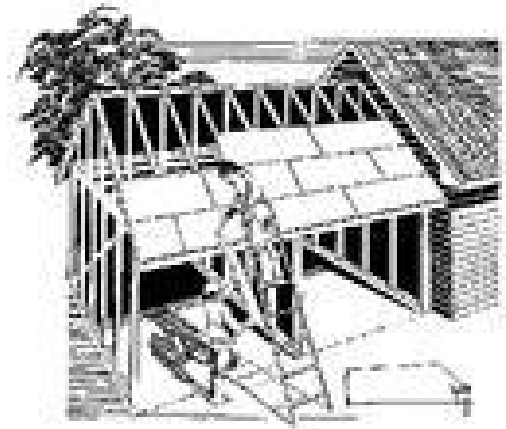


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When do I need a Building Permit?

Department of Planning and Zoning



City of
GREENWOOD
INDIANA

Permits are required for the following:

1. New Residential Structures
2. Residential Additions and Remodels
3. Porches and Sunrooms
4. Garages and Carports
5. Sheds (any size or portability)
6. Decks
7. Electric Service Upgrade
8. Roofing (if decking to be replaced)
9. Siding (if getting into structure of building)
10. Window replacement (if changing window size)
11. Swimming Pool (over 2 feet deep or 250 sf in area)
12. Mobile Home (placement on new or existing site)
13. Demolition of a building
14. Tents and Awnings (commercial)
15. New Commercial Structures
16. Commercial Additions and Remodels
17. Tenant Remodels
18. Commercial Parking Garage
19. Communication Towers

Purpose of Building Permit

The purpose of a building permit and the building codes are to provide minimum construction standards to safeguard life and property. The City also reviews permit applications for zoning matters to ensure that the City continues to be a safe, beautiful area in which to live, work, and play. The City's building and zoning codes have been carefully enacted to protect the health, safety, and general welfare, of you and your property.

How do I get a permit?

When you contact the Planning Department, the first question that will be asked is, "What is the location of the project?" This will insure that you are within the jurisdiction of the City of Greenwood Planning Department. It is possible to have a Greenwood Postal address, but actually be under the jurisdiction of Johnson County.

This will be followed by asking, "What are you planning to do?" There are a number of variables concerning obtaining a Building Permit. Knowing the type of project that you are doing will guide the department in helping you obtain the correct permit.

Generally, the following is the required sequence for obtaining a Building Permit:

APPLICATION Complete an application describing the type of project, location, size, contractor's name, etc. (Forms may be found on our website or picked up at the office.) Applications should be accompanied by a mortgage survey and construction plans, including foundation plans and truss drawings, if applicable.

ISSUANCE The information provided at application will assist the department in deciding what type of permit(s) you will need and allow them to review the buildings codes, zoning regulations and city ordinances applicable to your project. Most residential building

permits can take up to three days before the permit can be issued. Commercial permits will take at least two weeks.

FEE Once the permit has been approved you will pay a fee that is used, in part, to help defray the cost of the inspectors time spent in the application process, the review process and the on-site inspection process.

PERMIT Once the permit has been issued you will need to post it in a window or other conspicuous place that is accessible to the inspector. Any changes must be brought to the attention of the Planning Department or inspector immediately.

INSPECTIONS An inspection at each and every required phase of construction must be requested in a timely manner to make certain the work conforms to the applicable Building Codes, the Building Permit and the approved plans.

CERTIFICATE OF OCCUPANCY Final inspection determining the code compliance is a valuable and necessary part of the construction process. Once code compliance is determined, the inspector will issue a Certificate of Occupancy which establishes that your project is completed. This document gives you permission to occupy the building knowing it has met the minimum safety standards.